therocks.com

Content Management System
Tenant User Guide

August 2014

Sydney Harbour Foreshore Authority

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1 Introduction

SHFA provides you a platform (Umbraco) that allows you to manage your page on the http://www.therocks.com. This manual aims to guide you through updating your page and managing your own events, special offers and images gallery.

2 Getting started

2.1 Requirements

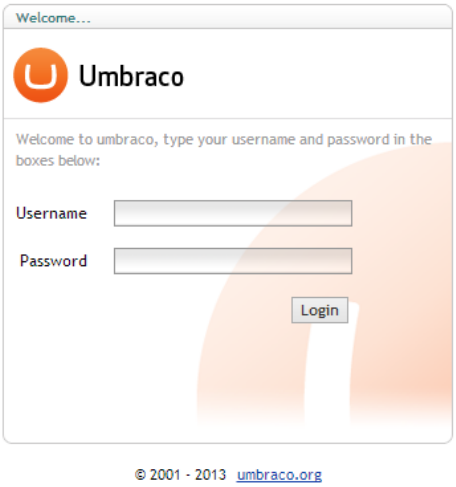
For a better experience we recommend using a recent browser, such as:

- Internet Explorer 8, 9 or 10
- Chrome
- Firefox

2.2 Logging in

To access your space, you need to first log into Umbraco through the following URL:

http://therocks.com/umbraco/



Umbraco Login Page

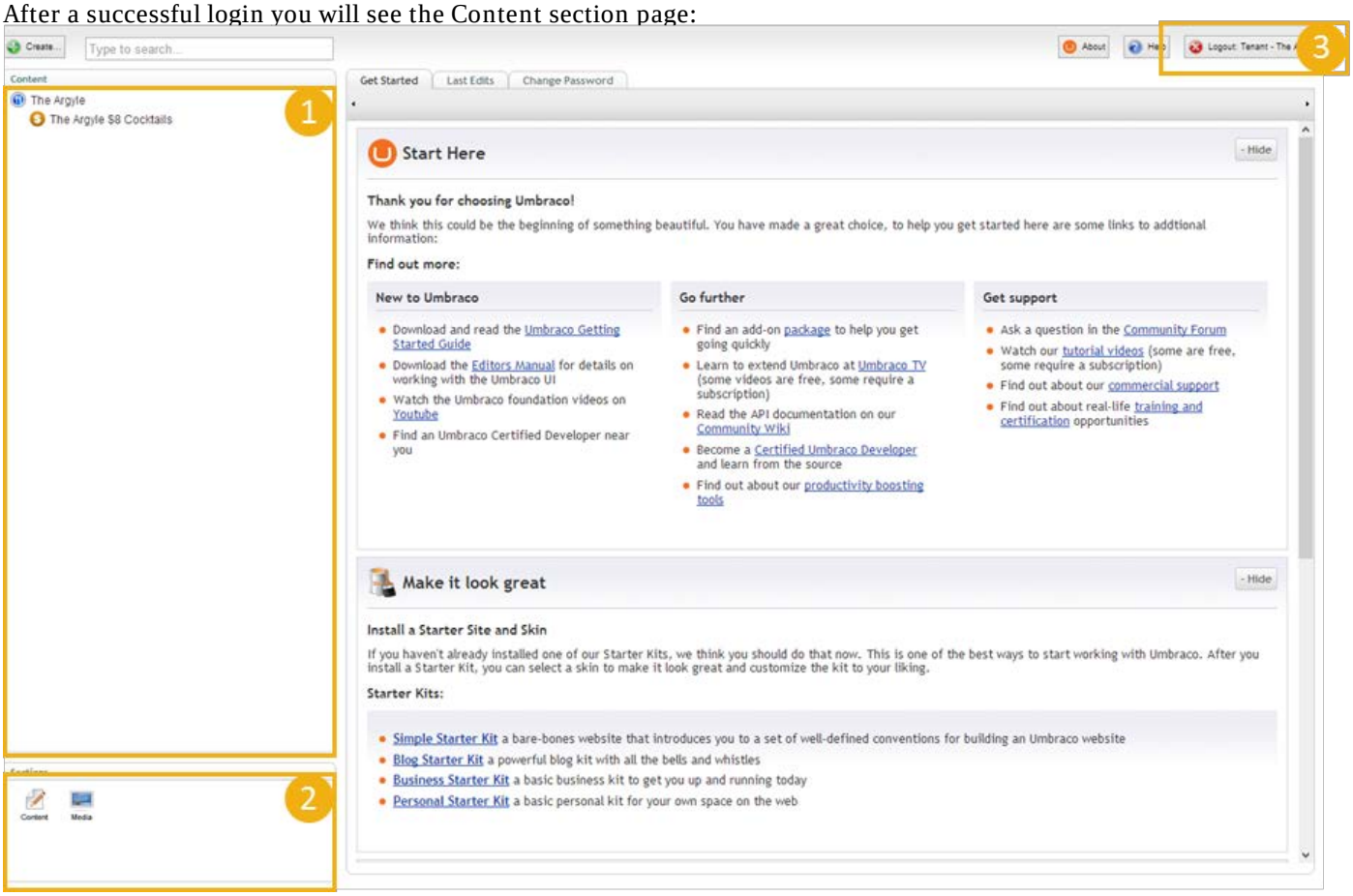
Enter your username and password provided by SHFA and click “Login”.

Lost your username or password?

Please contact our Webmaster:

Tania McLachlan T: (02) 9240 8537 | E: tania.mclachlan@shfa.nsw.gov.au

After a successful login you will see the Content section page:


Create...
Type to search...
Content
The Argyle
The Argyle $8 Cocktails
1
2
3
About
Help
Logout: Tenant - The A
Get Started
Last Edits
Change Password
Start Here
- Hide
Thank you for choosing Umbraco!
We think this could be the beginning of something beautiful. You have made a great choice, to help you get started here are some links to addtional information:
Find out more:
New to Umbraco
Download and read the Umbraco Getting Started Guide
Download the Editors Manual for details on working with the Umbraco UI
Watch the Umbraco foundation videos on Youtube
Find an Umbraco Certified Developer near you
Go further
Find an add-on package to help you get going quickly
Learn to extend Umbraco at Umbraco TV (some videos are free, some require a subscription)
Read the API documentation on our Community Wiki
Become a Certified Umbraco Developer and learn from the source
Find out about our productivity boosting tools
Get support
Ask a question in the Community Forum
Watch our tutorial videos (some are free, some require a subscription)
Find out about our commercial support
Find out about real-life training and certification opportunities
Make it look great
- Hide
Install a Starter Site and Skin
If you haven't already installed one of our Starter Kits, we think you should do that now. This is one of the best ways to start working with Umbraco. After you install a Starter Kit, you can select a skin to make it look great and customize the kit to your liking.
Starter Kits:
Simple Starter Kit a bare-bones website that introduces you to a set of well-defined conventions for building an Umbraco website
Blog Starter Kit a powerful blog kit with all the bells and whistles
Business Starter Kit a basic business kit to get you up and running today
Personal Starter Kit a basic personal kit for your own space on the web
Content
Media

#1	Pages tree	You will see in this area all pages that belong to you.
#2	Sections panel	This panel gives you access to the Content section and the Media
#3	Logout	Link to logout

2.3 Change your Password

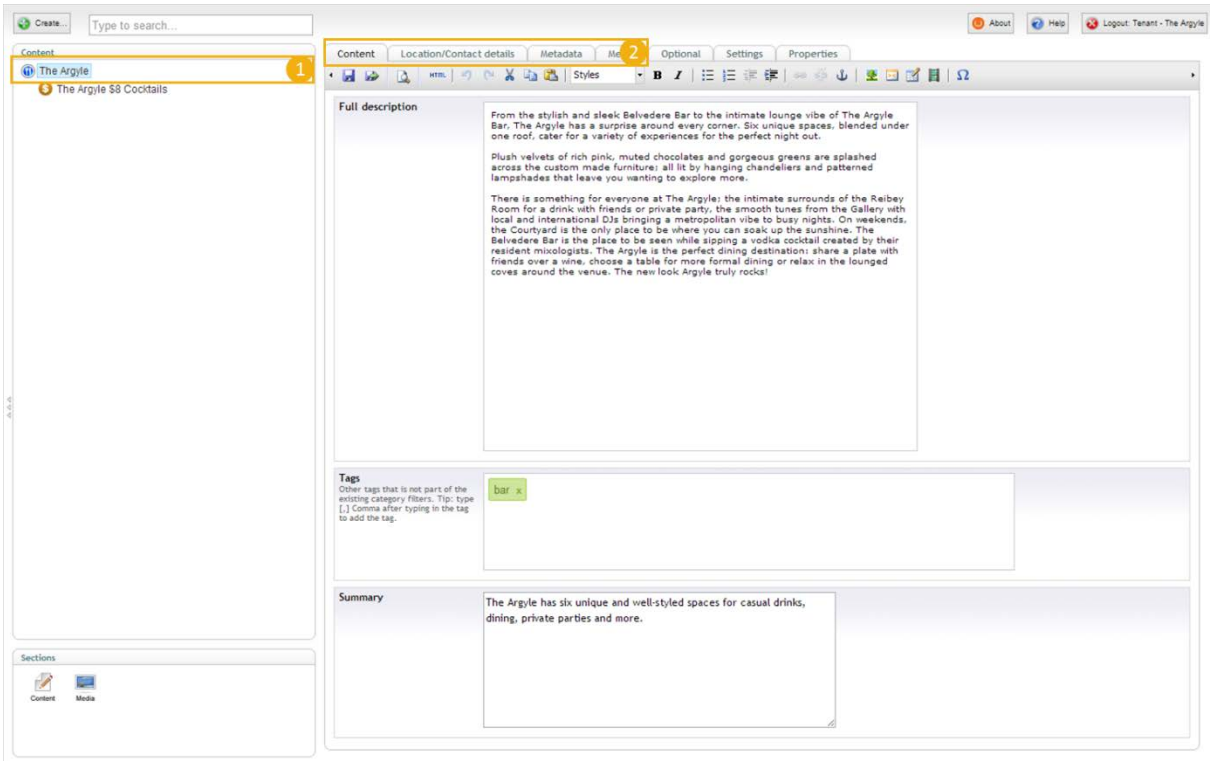
After your first login, it's recommended to change your password.

- Go to the content section page
- If the change Password tab is not shown then reload the page (Press F5 on your keyboard)
- Enter your current password and then your new password

3 Working with Content

3.1 Updating my page

If you are not already in the content section, click the content icon in the sections panel.


Create...
Type to search...
About
Help
Logout: Tenant - The Argyle
Content
The Argyle
The Argyle $8 Cocktails
1
Content
Location/Contact details
Metadata
2
Optional
Settings
Properties
Styles
Full description
From the stylish and sleek Belvedere Bar to the intimate lounge vibe of The Argyle Bar, The Argyle has a surprise around every corner. Six unique spaces, blended under one roof, cater for a variety of experiences for the perfect night out.
Plush velvets of rich pink, muted chocolates and gorgeous greens are splashed across the custom made furniture; all lit by hanging chandeliers and patterned lampshades that leave you wanting to explore more.
There is something for everyone at The Argyle: the intimate surrounds of the Reibey Room for a drink with friends or private party, the smooth tunes from the Gallery with local and international DJs bringing a metropolitan vibe to busy nights. On weekends, the Courtyard is the only place to be where you can soak up the sunshine. The Belvedere Bar is the place to be seen while sipping a vodka cocktail created by their resident mixologists. The Argyle is the perfect dining destination: share a plate with friends over a wine, choose a table for more formal dining or relax in the lounged coves around the venue. The new look Argyle truly rocks!
Tags
Other tags that is not part of the existing category filters. Tip: type [,] Comma after typing in the tag to add the tag.
bar x
Summary
The Argyle has six unique and well-styled spaces for casual drinks, dining, private parties and more.
Sections
Content
Media

- Click your page name (1)
- Update your content in the different tabs (2). You can refer to the table below to get some help on each field (Mandatory fields are bolded):

Tab	Field name	Description
Content	Full description	This is where you edit the body of your page.
	Tags	Enter tags associated with the page. Tags must be separated by a comma.
	Summary	The summary is shown on your page above the map and in search results page.
Location / Contact details	Map location	Location of your establishment on the map
	Address	Event address, please specify your full address (street, city, postcode and state e.g. 66 Harrington Street, The Rocks, NSW, 2000)
	Contact Number	A contact number. Please include the area code in brackets e.g. (02) 1234 5678
	Website URL	Your website URL Please enter your address without “http://”
	Social Media	Add links to your Facebook, Twitter, Youtube and Instagram sites
Metadata		The Meta Data tab lets you assign keywords used

		to index your page in the website search engine and enables your page to be displayed when filters are applied.
	Suitable for	Select whether it is suitable for families, couples and groups
	Category	Select Tenant
Eat & Drink section only	Cuisine	Select the cuisine/s on offer
	Type	Select the business type
	Views	Select Water views if applicable
Things To Do section only	Activity	Select type of activity
Stay section only	Features	Select the features
	Rating	Select the star rating for your hotel
Shop section only	Type	Select the type of shop
Media	Thumbnail image	Image used on the page listing all tenants and the search results page. Specs: 470px (w) x 306px (h)
	Banner Image	Image used at the top of the event page Specs: 960px (w) x 350px (h)
	Images and Videos Gallery	Link to the folder containing all images and videos to be displayed in your gallery.
Optional	Enable Facebook Comments	Function not available
Settings	Ignore this section	
Properties	Name	Update the name of your business
	Template	Ignore this field

3.2 Text Editor

The Visual Editor helps you format the content of your page.

When entering content into the Full Description and Summary fields under the content tab, you will see this toolbar. Several of the buttons are similar to that of a standard word processor. However, there are a few buttons to make note of:

	If you are proficient in the use of HTML, you can switch to HTML mode and create your page by writing HTML code. You can also check the code and make minor adjustments here to get the page exactly as you want it.
	Copying Content from Other Programs You can copy text to Umbraco from any program you like. The important thing is to paste the text in the right way, so as to maintain the look and feel of the website. • Select and copy the text in the program you want to copy from. • Position the cursor in the editor at the point where you want to place the text. • Click Paste from Word in the editor toolbar. • In the dialog, press Ctrl + V to paste in the text. • Click Insert to complete the process. By pasting content in this way, it ensures that only those formatting rules allowed by the system are kept and that the integrity of the site is maintained.
	The styles list provides a set of predefined styles that can be applied to text whilst maintaining a consistent look and feel through the site.
	Inserting links • Select the text that will form the hyperlink. • Click the Insert Link button to launch the link properties dialog box. • In the URL field, enter the URL of the web page you wish to link to. • In the Target field, select the target window the link should be opened in. • Click Insert
	Inserting an Image • Place the cursor in the editor where you want to insert your image. • Click the Insert Image button. • Select an image from your media library. • In the Name field, enter a name/description for the image. (By default the name of the file will be automatically entered for your convenience) • Enter the desired dimensions of the image in the Width and Height fields. If you choose to enter your own values, ensure the Constrain proportions checkbox is checked to ensure the image maintains its aspect ratio and prevents distortion of your image. (By default the actual width and height of the image will be automatically entered for you convenience) • Click Insert to add the image.
	This button is used to insert “Macros”. Macros should not be used
	This button will add a table in your page.
	This allows you to insert special characters.

Paragraph Break/Line Break

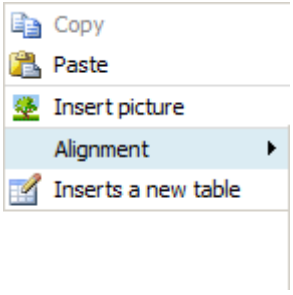
The Editor is like any other word processing program. You write the text, and the text wraps around when the line reaches the end. When you press ENTER in the editor, you get a paragraph break, which means there is space between the paragraphs. If you do not want a space, you have to make a line break instead. You do this by pressing SHIFT+ENTER.

Shortcut Keys

There are shortcut keys for certain editor functions. Shortcut keys let you use the keyboard to carry out certain commands.

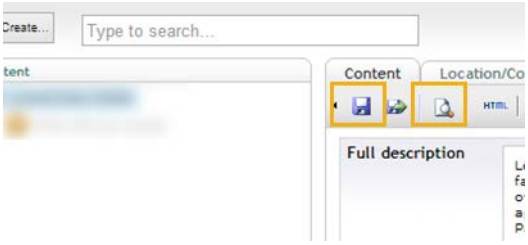
Command	Shortcut Key
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + A	Select all

Editor Context Menu (Right-Click)



As well as the editor toolbar, you also have access to all the standard tools via a context menu. To display the context menu, simply right click anywhere within the editor content area.

3.3 Previewing changes



To preview your page:

- First click the save button to save your changes
- Then click the preview button

This will open a new window with a preview of your page. **Always preview your page before submitting it for approval.**

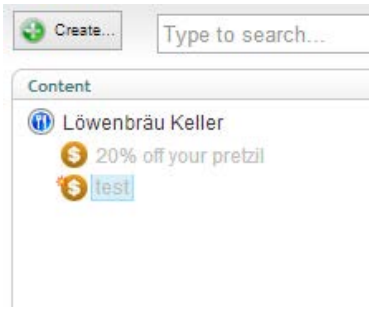
3.4 Publish changes

Your changes will not be directly visible on the website. They have to be validated first by the SHFA Webmaster.

To submit your changes to SHFA click the Save and send for Approval button.

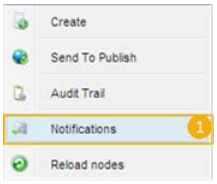
You will see a message on screen to confirm that your content has been submitted.

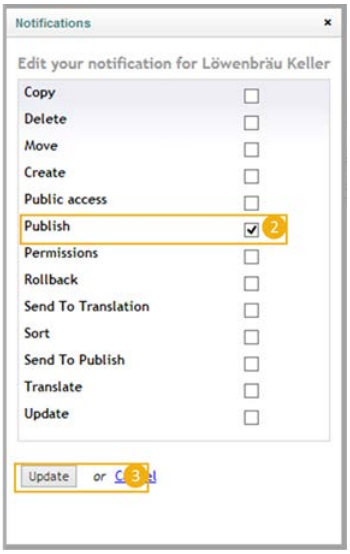
3.5 Page status



- Published pages are shown in black.
- Unpublished pages are shown in grey.
- Unpublished amends are marked with a star.

3.6 Notification





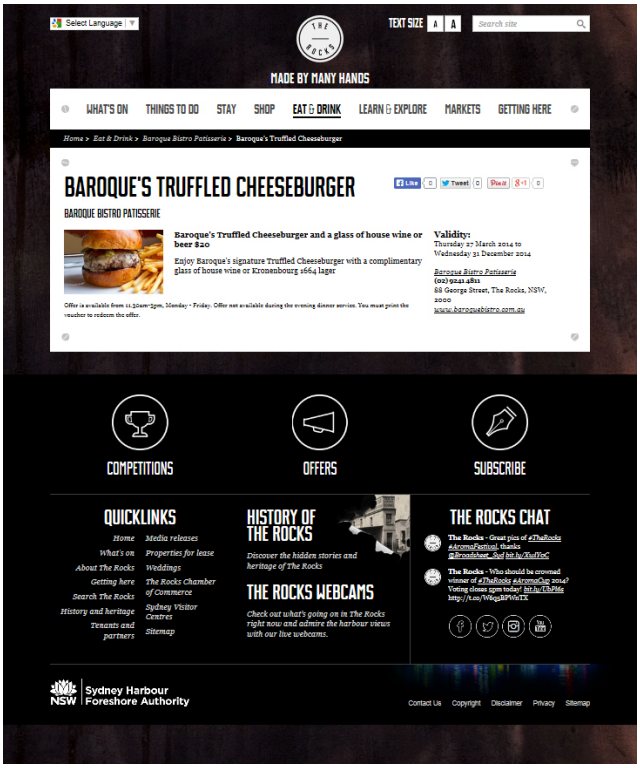
To receive a notification every time a modification is published on your page:

- Right click on your page
- Click Notification in the context menu (1)
- Select “Publish” in the Notifications dialog box (2)
- And click Update (3)

4 How to add special offers

Special offers are shown in the Offers section of the site and the first four on are displayed on your page.

- To add an Offer, you must first be within the Content section.
- From the content section, right click the name of your page in the left hand side panel, a menu will appear.
- Click create.
- Enter a name for the special offer and select “Special Offer” Document type.
- Click Create

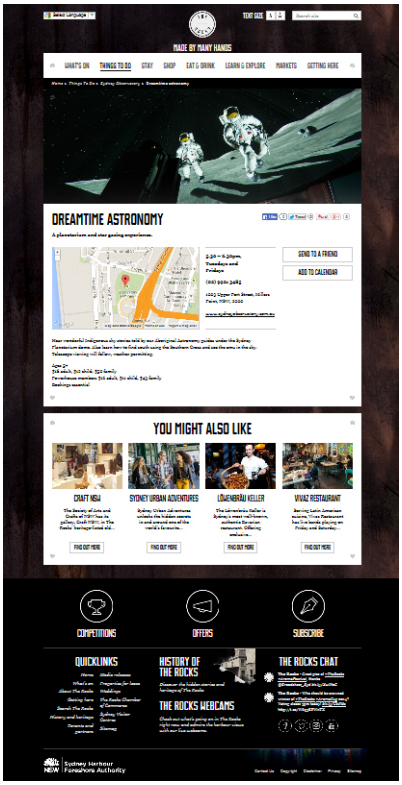


Fields	Description
Name	Special offer headline
Template	Leave as Offer
Image	Image specs: 470px (w) x 306px (h)
Logo	Upload a logo if you like
Offer Headline	Summary of offer
Offer description	More detailed description of the offer
Offer terms and conditions	Specific terms and conditions for the offer
Offer validity date	End date of the offer
Voucher	Ignore this field
Offer validity start date	Start date of the offer

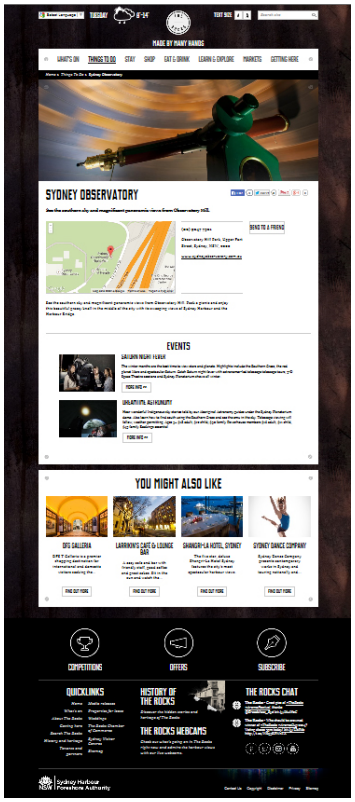
5 How to add events

Tenants can create their own events. These events will be shown in the “What’s On” section and on the tenant page. See an example below:

What’s on event page:



Tenant page with tenant events listed:



To add an event, you must first be within the Content section.

- From the content section, right click the name of your page in the left hand side panel, a menu will appear.
- Click “Create.”
- In the new window, enter the name of your event and select "T3" Event.
- Click “Create.”

Tab	Field name	Description
Events Dates	Reoccurring	Tick this box if your event is reoccurring.
	Reoccurrence	How often does this event reoccur?
	Start Date and End date	Event start and end dates. These fields are used by the search engine and are not shown on the event page.
	Event Date as Text	Event dates as plain text
Content	Full description	This is where you edit the body of the event page.
	Tags	Enter tags associated with the event. Tags must be separated by a comma.
	Summary	The summary is shown on the event page above the map and in search results page.
Location / Contact details	Map location	Location of the event on the map
	Address	Event address, please specify your full address (street, city, postcode and state e.g. 66 Harrington Street, The Rocks, NSW, 2000)
	Contact Number	A contact number. Please include the area code in brackets e.g. (02) 1234 5678
	Website URL	Event website URL. Please enter your address without “http://”
Metadata		The Meta Data tab lets you assign keywords used to index your page in the website search engine and enables your page to be displayed when filters are applied.
Media	Thumbnail image	Image used on the page listing all tenants and the search results page. Specs: 470px (w) x 306px (h)
	Banner Image	Image used at the top of the event page Specs: 960px (w) x 350px (h)

	Images and Videos Gallery	Link to the folder containing all images and videos to be displayed in your gallery.
Optional	Enable Facebook Comments	Function not currently available
Properties	Event Type	Select T3

Remove an offer or an event

If you need to remove a published offer or event from the website, please contact the webmaster:
Tania McLachlan T: (02) 9240 8537 | E: tania.mclachlan@shfa.nsw.gov.au

6 Working with images

6.1 Upload images

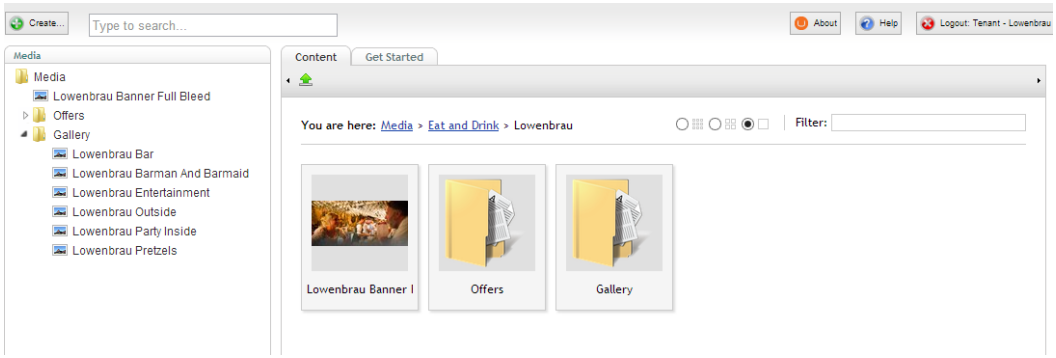


IMAGE SIZE SPECIFICATIONS

All images must be uploaded as per these specifications:

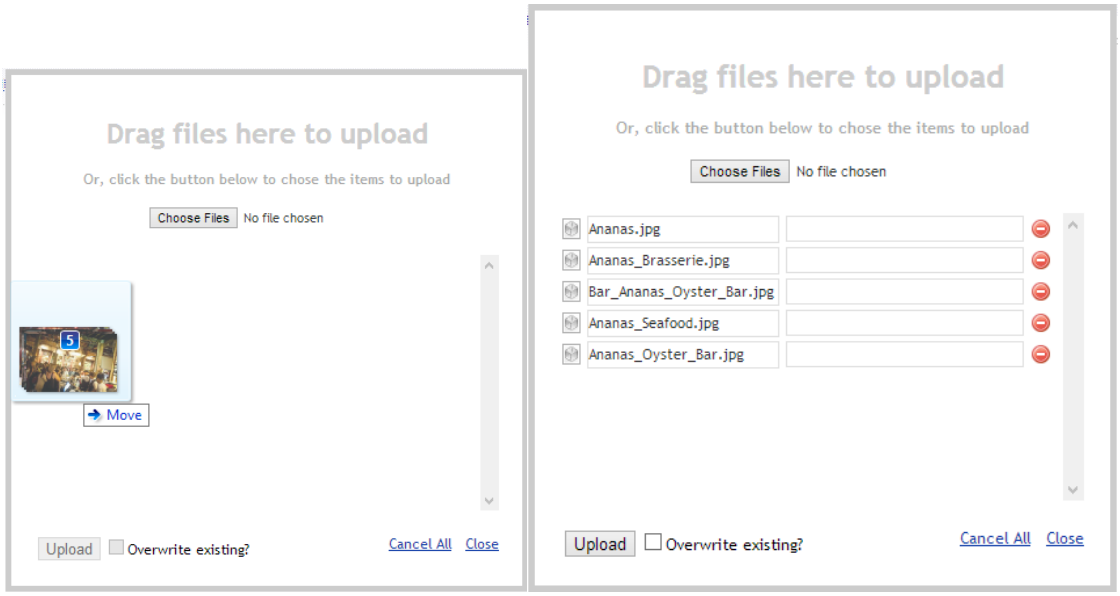
- **Narrow Banner: 960px (w) x 350px (h)**
- **Thumbnail image: 470px (w) x 306px (h)**

- Select Media from the Sections panel;
- Select the gallery folder;
- Right click the folder, and click Create from the context menu;
- Enter a name for the new item and select the media type (Image or File);
- Click Create;
- In the next screen, click on the Browse... button to choose the image or file from your computer that you want to upload to the site;
- When you have chosen, click the Save icon to save your image.

****IMPORTANT: For accessibility reasons all image files should be given a descriptive title. Underscores ' _' need to replace spaces and special characters should not be used in the image file name. For example, do not label a picture of a couple dining by the harbour "Image 1!" it should be called "Couple_dining_by_the_harbour" ****

6.2 Upload several images at once

- Select Media from the Sections panel;
- Select the gallery folder;
- Drag and drop, or click 'Choose files' button to upload one or several image files from your computer into Umbraco content section (see screenshot below),
- Click Upload.



6.3 Insert a YouTube video in the Gallery

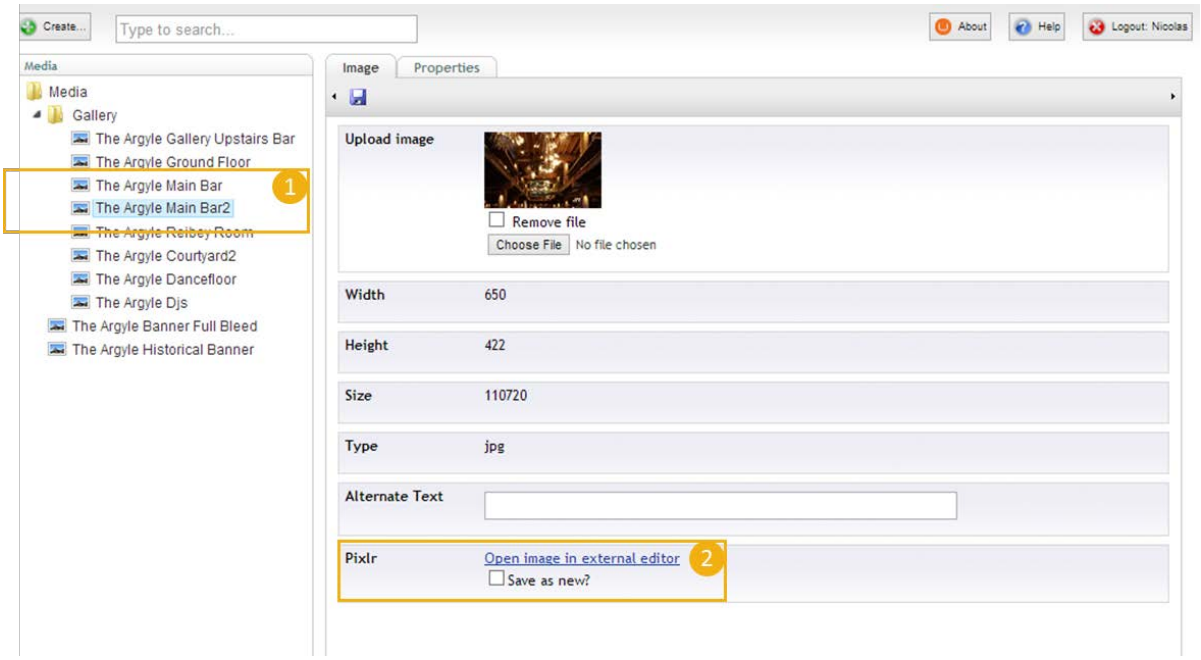
- Select the gallery folder.
- Right click the folder, and click Create from the context menu
- Enter the YouTube video code. This code is available in the URL of the video. For the following video: http://www.youtube.com/watch?v=oKhZYEQthfo the code is oKhZYEQthfo.
- Select the media type "Video Link"
- Click Create.

6.4 Edit an image

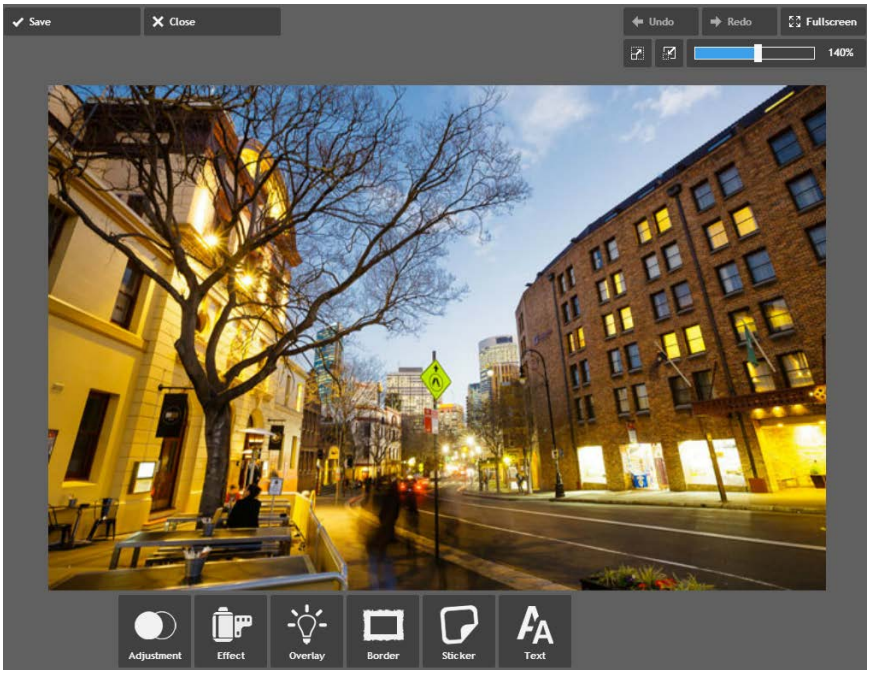
An image Editor comes with Umbraco and it allows you to resize/crop images and apply effects.

To access the editor:

- Select the image you want to edit (1)
- And click “Open image in external editor” (2)



The editor will open in a new window:



The crop and resize (2) functionalities are available under Adjustment" section (1). Once the changes are made, you need to click save (3) to confirm.

6.5 Ordering photos and videos in the gallery

- Select the Gallery folder.
- Right click the folder, and click Sort from the context menu.
- Drag the images and videos into the required order. Alternatively, click on the Name or Creation date column header to sort the items automatically by Name or Creation date. Clicking on a column header again reverses the sort order.
- Click Save